

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746
Tel (562) 908-8400 • Fax (562) 908-0459



BRYCE YOKOMIZO
Director

LISA NUÑEZ
Chief Deputy



Board of Supervisors
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MICHAEL D. ANTONOVICH
Fifth District

December 6, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE AN AMENDMENT TO THE
TARGETED ASSISTANCE DISCRETIONARY GRANT PROGRAM AGREEMENT
WITH INTERNATIONAL INSTITUTE OF LOS ANGELES
TO EXTEND THE AGREEMENT THROUGH SEPTEMBER 30, 2006
(ALL DISTRICTS – 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and instruct the Chairman to sign the attached Amendment Number Two to the Targeted Assistance Discretionary Grant Program Agreement with the International Institute of Los Angeles to extend the Agreement for nine months effective January 1, 2006 or one day after Board approval, whichever is later, through September 30, 2006.

The Amendment to extend the Agreement increases the maximum contract amount by an additional \$144,793. As a result, the maximum contract amount is \$476,138 for the entire term of this contract, October 1, 2004 through September 30, 2006. Funding for the contract is allocated by federal Fiscal Year, October through September, and is included in the Office of Refugee Resettlement Targeted Assistance (TA) Discretionary grant funds. The total allocation for federal Fiscal Year 2005-06 is \$174,915.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On September 30, 2003, your Board authorized the Director of Community and Senior Services to accept Targeted Assistance (TA) Discretionary Grant Program funding from the Office of Refugee Resettlement (ORR) for the three year period of October 1, 2003 through September 30, 2006 to provide culturally and linguistically appropriate home-based child care and licensing training to refugee women in Los Angeles County.

On December 14, 2004, your Board approved the transfer of the Refugee Employment Program (REP) contracts to the Department of Public Social Services (DPSS) and delegated authority to the DPSS Director to execute amendments to extend the contracts. The TA Discretionary contract is a separate contract from the other REP contracts with a separate funding source. The blanket transfer of REP contracts to DPSS omitted the TA Discretionary contract. Thus, the Board did not delegate authority to the DPSS Director to extend the contract. As a result, Board approval is required.

Approval of the attached Amendment Number Two will extend the contract term effective January 1, 2006 through September 30, 2006. The current TA Discretionary Grant Program Agreement will expire December 31, 2005.

Implementation of Strategic Plan Goals

The Amendment is consistent with the principles of the Countywide Strategic Plan Goal #3, Organizational Effectiveness, to ensure that service delivery systems are efficient, effective and goal-oriented; Goal #4, Fiscal Responsibility, to strengthen the County's fiscal capacity; and Goal #5, Children and Families' Well-Being, to improve the well-being of children and families in Los Angeles County as measured by the achievements in the five outcome areas adopted by the Board: good health; economic well-being; safety and survival; social and emotional well-being; and educational/workforce readiness.

FISCAL IMPACT/FINANCING

The amendment will extend the current contract for an additional nine months and increases the maximum contract amount by an additional \$144,793. The total contract amount for federal Fiscal Year 2005-06 is \$174,915. The contractor shall be reimbursed by DPSS from ORR TA Discretionary grant funds in an amount not to exceed \$476,138 for the entire term of this contract, October 1, 2004 through September 30, 2006. There is no impact on the County's General Fund and no change to the fee rate for the extended term of the contract. Funding has been included in the Department's FY 2005-06 Final Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Currently, the County of Los Angeles contracts with the International Institute of Los Angeles for the provision of home-based child care and licensing training to refugee women in Los Angeles County. This Amendment will extend the TA Discretionary contract through the end of federal Fiscal Year 2005-06, September 30, 2006.

CONTRACTING PROCESS

The current contract between the County of Los Angeles and the International Institute of Los Angeles, is based upon a competitive solicitation process conducted by the California Department of Social Services and submitted to the Office of Refugee Resettlement for final allocation recommendations for a three-year funding cycle, (October 1, 2003 through September 30, 2006). The contract is being amended to extend the term and amount of the TA Discretionary contract for the final funding year (2005-2006). The current TA Discretionary contract will expire December 31, 2005.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The execution of this Amendment will not infringe on the role of the County in its relationship to its residents, and the County's ability to respond to emergencies will not be impacted. There is no change in risk exposure to the County. This amendment will not affect the current services being provided under this agreement.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one (1) adopted stamped Board Letter and three (3) original signed copies of the Amendment to the Director of DPSS.

Respectfully submitted,



Bryce Yokomizo
Director

BY:sh

Attachment

c: Auditor-Controller
Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

**AMENDMENT NUMBER TWO
TO THE COUNTY OF LOS ANGELES TARGETED ASSISTANCE (TA)
DISCRETIONARY GRANT PROGRAM CONTRACT BY AND BETWEEN COUNTY
OF LOS ANGELES AND INTERNATIONAL INSTITUTE OF LOS ANGELES**

Reference is being made to the contract entitled "*County of Los Angeles Targeted Assistance (TA) Discretionary Grant Program*," dated January 24, 2005, and further identified as County Agreement Number 30357, Amendment Number One dated September 29, 2005 and Change Notice Number One dated September 26, 2005, hereinafter referred to as the "Agreement."

WHEREAS, County and Contractor desire to extend the term of the agreement;

THEREFORE, effective December 31, 2005, or one day after Board approval, whichever is later, the Agreement is amended as follows:

1. **SECTION 3, COUNTY OBLIGATIONS, Paragraph (a) is deleted in its entirety and replaced with the following:**

COUNTY agrees to reimburse CONTRACTOR for provision of services identified in the Statement of Work and Program Component Description (Exhibit C) in accordance with relevant invoicing policies and procedures set forth in this CONTRACT; provided; however, that the amount obligated and paid to CONTRACTOR by COUNTY from the Office of Refugee Resettlement (ORR) grant to administer the TA Discretionary Grant Program shall not exceed Four hundred seventy six thousand one hundred thirty-eight (\$476,138) during the term of this CONTRACT. The maximum contract amount for each contract period shall be as follows:

1.1 October 1, 2004 - September 30, 2005 = \$301,223

1.2 October 1, 2005 - December 31, 2005 = \$30,122

1.3 January 1, 2006 - September 30, 2006 = \$144,793

2. **SECTION 4, TERM, Paragraph (1) is deleted in its entirety and replaced with the following:**

1. The term of this CONTRACT shall commence on October 1, 2004, and shall expire September 30, 2006, unless sooner terminated or extended, in whole or in part as otherwise provided herein. All costs shall be accrued during this contract period.

3. **EXHIBIT A, STANDARD TERMS AND CONDITIONS, SECTION 200, ASSURANCES/CERTIFICATIONS, Section 217, Debarment and Suspension, is deleted in its entirety and replaced as follows:**

- A. A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Agreement. It is the County's policy to conduct business only with responsible contractors.
- B. Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if County acquires information concerning the performance of Contractor on this or other contracts which indicates that Contractor is not responsible, County may, in addition to other remedies provided in the Agreement, debar Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing contracts that the Contractor may have with the County.
- C. County may debar a contractor if the Board of Supervisors finds, in its discretion, that Contractor has done any of the following: (1) violated a term of a contract with County or a nonprofit corporation created by County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.
- D. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

- F. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Hearing Board.
- G. If a Contractor has been debarred for a period longer than five years, that Contractor may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following; (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
- H. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- I. These terms shall also apply to subcontractors/subconsultants of County contractors.

4. **EXHIBIT A, STANDARD TERMS AND CONDITIONS, SECTION 700, Fiscal Accountability, Section 708, Contractor's Charitable Activities Compliance, is added as follows:**

The Supervision of Trustee and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the certification in Exhibit G, the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with the California law in order to protect the County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

5. **EXHIBIT B, COUNTY OF LOS ANGELES TA DISCRETIONARY GRANT PROGRAM REQUIREMENTS, SECTION II, TIME OF PERFORMANCE, is deleted in its entirety and replaced with the following:**

Said services of CONTRACTOR are to commence as of October 1, 2004 with all activities identified in this Contract to be completed no later than September 30, 2006. All final invoices must be submitted by October 15, 2006, unless terminated earlier as hereinafter provided.

6. **EXHIBIT B, COUNTY OF LOS ANGELES TA DISCRETIONARY GRANT PROGRAM REQUIREMENTS, SECTION III, CONTRACT FUNDING, is deleted in its entirety and replaced with the following:**

CONTRACTOR will adhere to a total budget not to exceed the amount of \$476,138, for the full period of the Contract. The maximum contract amount is \$301,223, for October 1, 2004 through September 30, 2005; subject to State allocation \$30,122, for October 1, 2005 through December 31, 2005; and \$144,793, for January 1, 2006 through September 30, 2006 in accordance with Attachment D, Contract Budget, hereunder. The County shall not be liable in any event for payment in excess of this maximum amount.

If CONTRACTOR provides any tasks, sub-tasks, deliverables, goods, services or other work to COUNTY, other than those specified in this Agreement, the same will be deemed a gratuitous effort on the part of CONTRACTOR and CONTRACTOR shall have no claim against the County.

- A. COUNTY shall reimburse CONTRACTOR from ORR TA Discretionary grant funds for an amount not to exceed \$476,138 for the full contract period of October 1, 2004 to September 30, 2006. In no event shall this Contract give rise to a charge on any other funds of the County.

- B. COUNTY may reimburse CONTRACTOR from said ORR TA Discretionary funds for the fixed unit prices established in Statement of Work.
- C. CONTRACTOR agrees to furnish documentation for each participant taking part in the ORR TA Discretionary program to verify participant enrollment and services.

7. **EXHIBIT B, COUNTY OF LOS ANGELES TA DISCRETIONARY GRANT PROGRAM REQUIREMENTS, SECTION VII, METHOD OF COMPENSATION, Paragraph A, is deleted in its entirety and replaced with the following:**

- A. COUNTY shall pay CONTRACTOR for the services provided under this Agreement not to exceed the amounts allocated by each cost category in the CONTRACT exhibits and dependent upon meeting all requirements contained in this Contract. CONTRACTOR's compensation shall be subject to the limits set forth in the provisions of Exhibit B, Section III, Contract Funding. CONTRACTOR shall not exceed each year's annual budgeted amount. Unspent funds from the first contract period budget shall be rolled-over to the second contract period budget should the contract be amended to extend the term. The maximum cost of this Agreement shall not exceed \$476,138: \$301,223 for October 1, 2004 through September 30, 2005, \$30,122 for October 1, 2005 through December 31, 2005 and \$144,793 for January 1, 2006 through September 30, 2006.

8. **EXHIBIT C, COUNTY OF LOS ANGELES TA DISCRETIONARY GRANT PROGRAM STATEMENT OF WORK, SECTION VII, METHOD OF COMPENSATION, INTAKE/ASSESSMENT/ENROLLMENT, SECTION III, Paragraph A, is deleted in its entirety and replaced with the following:**

The County will reimburse CONTRACTOR on the basis of the fixed unit price specified below:

Intake/Assessment/Enrollment

Intake/Assessment/Enrollment

\$ 500 per enrolled participant for a maximum of 218 enrolled participants.

9. EXHIBIT C, COUNTY OF LOS ANGELES TA DISCRETIONARY GRANT PROGRAM STATEMENT OF WORK, SECTION VII, METHOD OF COMPENSATION, CHILDCARE SKILLS TRAINING, SECTION III, Paragraph A, is deleted in its entirety and replaced with the following:

The County will reimburse CONTRACTOR on the basis of the fixed unit price specified below:

Childcare Skills Training

Childcare Skills Training
\$ 1,000 per participant completing training for a maximum of 169 participants completing training.

10. EXHIBIT C, COUNTY OF LOS ANGELES TA DISCRETIONARY GRANT PROGRAM STATEMENT OF WORK, SECTION VII, METHOD OF COMPENSATION, HOME-BASED CHILDCARE LICENSING, SECTION III, Paragraph A, is deleted in its entirety and replaced with the following:

The County will reimburse CONTRACTOR on the basis of the fixed unit price specified below:

Home-Based Childcare Licensing

Home-Based Childcare Licensing
\$ 833.33 per established childcare licensing for a maximum of 117 home-based childcare licenses.

11. ATTACHMENT D TO THIS AMENDMENT – CONTRACT BUDGET

Attachment D-1, Contract Budget, for the period January 1, 2006 through September 30, 2006, is attached hereunder.

12. EXHIBIT E, COUNTY OF LOS ANGELES TA DISCRETIONARY GRANT PROGRAM, BUDGET SUMMARY, is deleted and replaced as follows:

**Exhibit E Budget Summary**

Original _____
Amendment No. 2
Modification No. _____

**County of Los Angeles
Department of Public Social Services
TA Discretionary Grant Program**

BUDGET SUMMARY

1. Contractor Name and Address:
International Institute of Los Angeles
3845 Selig Place
Los Angeles, CA 90031-3143
2. Intake/Assessment/Enrollment____
Childcare Skills Training____
Home-Based Childcare Licensing ____
Support Services ____
3. Type of Agency: () Private-for-Profit () Public (X) Private-non-Profit () Other
4. Contract Period: From: October 1, 2004 through September 30, 2006
5. () Original (X) Amendment No. 2 () Modification No. _____
6. Budget Summary for Supervisorial District: I II III IV V

A. COMPONENT	B. TOTAL
1. Intake/Assessment/Enrollment	\$ 109,000.00
2. Childcare Skills Training	\$ 169,000.00
3. Home-Based Childcare Licensing	\$ 97,499.61
4. Support Services	\$ 100,638.39
TOTAL	\$ 476,138.00

Budget Approvals:

A. Contractor: _____ Date _____

B. County Contract Administrator: _____ Date _____

C. DPSS Authorized by: _____ Date _____

All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by the Chair, and the seal of said Board hereto affixed and attested by the Executive Officer and Clerk thereof, and CONTRACTOR has caused this Amendment to be signed by its duly authorized officer(s), this _____ day of _____ 2005.

COUNTY OF LOS ANGELES

By _____
Chair, Board of Supervisors

Attest:

VIOLET VARONA-LUKENS, Executive Officer
Clerk of the Board of Supervisors
of the County of Los Angeles

By _____
Deputy

APPROVED AS TO FORM:
RAYMOND G. FORTNER, JR., County Counsel

By _____
Vicki Kozikoujekian, Senior Deputy County Counsel

INTERNATIONAL INSTITUTE OF
LOS ANGELES

By _____
E. Stephen Voss, President and CEO
3845 Selig Place
Los Angeles, California 90031-3143

REQUIRED FORMS – EXHIBIT G

CHARITABLE CONTRIBUTIONS CERTIFICATION

International Institute of Los Angeles
Company Name

3845 Selig Place, Los Angeles, CA. 90031
Address

95-1641446
Internal Revenue Service Employer Identification Number

CT# 183
California Registry of Charitable Trusts "CT" Number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

CERTIFICATION	YES	NO
Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.	()	()

OR

Proposer or Contractor is registered with the California Registry of Charitable Trusts under CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, Sections 300-301 and Government Code Sections 12585-12586.	(✓)	()
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E. Stephen Voss
Signature

Date

E. Stephen Voss President and CEO
Name and Title (please type or print)

ATTACHMENT D-1

CONTRACT BUDGET

ATTACHMENT D-1

CONTRACT BUDGET

LINE ITEM BUDGET

PROJECT NAME:	<u>Refugee Childcare Program (RCCP)</u>		
CONTRACTOR:	<u>IILA</u>	CONTACT PERSON:	<u>Diana Aslanian</u>
CONTRACT PERIOD:	<u>Jan 1, 2006 - Sept 30, 2006</u>	TELEPHONE NUMBER:	<u>(323)224-3800</u>
FISCAL YEAR:	<u>FY 2005 - 2006</u>		

ADMINISTRATIVE COSTS:

		Cost
<u>Salaries and Benefits for Administrative Staff:</u>		
	Salaries (from Personnel Schedule)	\$ 19,977.00
	Fringe Benefits (from Personnel Schedule)	\$ 5,328.00
	Personnel Subtotal	\$ 25,305.00
ADMINISTRATIVE OPERATING COSTS	Monthly Cost	9-month cost
Operating Costs - Subtotal		\$ -
	Percentage	Yearly Cost
INDIRECT COSTS (8% of all program costs minus support services costs)		
Indirect Cost - Subtotal	8.00000%	\$ 9,111.00
	Total Administrative Cost	\$ 34,416.00

DIRECT SERVICES COSTS:

		Cost
<u>Salaries and Benefits for Staff Providing Direct Services:</u>		
	Salaries (from Personnel Schedule)	\$ 62,712.00
	Fringe Benefits (from Personnel Schedule)	\$ 18,934.00
	Personnel Subtotal	\$ 81,646.00
DIRECT SERVICES OPERATING COSTS	Monthly Cost	Nine-month cost
Supplies	\$ 192	\$ 1,727
Mileage (\$.35/mile X 381 miles for nine months)	\$ 133	\$ 1,200
Telephones	\$ 67	\$ 600
Occupancy	\$ 150	\$ 1,350
Printing/copies	\$ 56	\$ 500
Postage	\$ 23	\$ 207
Maintenance	\$ 67	\$ 600
Insurance	\$ 67	\$ 600
Payroll	\$ 17	\$ 150
Supportive services	\$ 2,422	\$ 21,797
Operating Costs - Subtotal	\$ 3,194	\$ 28,731

Total Direct Services Costs 144,793.00

Total Contract Cost

\$ 144,793.00

Note:

- (1) Provide a narrative for each line item to justify that the cost is both reasonable and necessary to the project.
 (2) All costs must be reasonable and prorated by the percentage of uses in serving specified target population.

CONTRACTOR: IILA
CONTRACT PERIOD January 1, 2006 - September 30, 2006
FISCAL YEAR: FY 2005 - 06

Diana Aslanian
(323)224-3800

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY HOURLY SALARY				% TIME ALLOCATION	TOTAL MONTHLY COST	NINE-MONTH COST
Administrative Personnel:									
Diana Aslanian	Division Director	1	3,389				47%	\$ 1,592.83	\$ -
To Be Hired	Receptionist	1	2,057				2%	\$ 41.14	\$ 370.26
Maria Esler Valle	Custodian	1	1,589				7%	\$ 111.23	\$ 1,001.07
Helga Klatan	Accountant, 1	1	2,699				10%	\$ 269.90	\$ 2,429.10
Cynthia Sy	Accountant, 2	1	2,699				2%	\$ 53.98	\$ 486.00
Aminneh Arakelian	Accounting Clerk, 1	1	2,090				1.5%	\$ 31.35	\$ 282.15
Megan Kavapishseh	Accounting Clerk, 2	1	1,895				3%	\$ 56.85	\$ 511.85
Loyda Maldonado	Payroll Technician	1	3,123				2%	\$ 62.46	\$ 562.14
Direct Service Personnel:									
Anjineh Hambarchian	Program Coordinator	1	2,405				100%	\$ -	\$ -
Garneth Ghazarian	Senior Case Manager	1	2,392				100%	\$ 2,405.00	\$ 21,645.00
To Be Hired	Case Manager	1	2,171				100%	\$ 2,392.00	\$ 21,528.00
								\$ 2,171.00	\$ 19,539.00
								\$ -	\$ -
								\$ -	\$ -
								\$ -	\$ -
Total Salaries:								\$ 9,187.74	\$ 82,689.84

EMPLOYEE BENEFITS BY CLASSIFICATION													
	Division Director	Receptionist	Custodian	Accountant, 1	Accountant, 2	Accounting Clerk 1	Accounting Clerk 2	Payroll Technician	Program Coordinator	Senior Case Manager	Case Manager	(%)	TOTAL
Health Plan -- Kaiser Permanente	\$1,168.00	\$58.00	\$202.00	\$288.00	\$58.00	\$43.00	\$86.00	\$58.00	\$2,880.00	\$2,880.00	\$2,880.00		\$10,601
Retirement	\$860.00	\$22.00	\$60.00	\$146.00	\$29.00	\$16.00	\$31.00	\$59.00	\$1,299.00	\$1,292.00	\$1,172.00		\$4,956
SUI	\$86.00	\$3.00	\$21.00	\$14.00	\$3.00	\$2.00	\$4.00	\$3.00	\$138.00	\$138.00	\$138.00		\$550
Social Security	\$1,097.00	\$28.00	\$77.00	\$186.00	\$37.00	\$21.00	\$39.00	\$43.00	\$1,656.00	\$1,647.00	\$1,495.00		\$6,326
Worker's Compensation	\$248.00	\$6.00	\$153.00	\$42.00	\$8.00	\$5.00	\$9.00	\$8.00	\$409.00	\$406.00	\$369.00		\$1,663
Long-Term Disability													\$0
Holidays													\$0
Sick Leave													\$0
Vacation	\$18.00	\$1.00	\$3.00	\$5.00	\$1.00	\$1.00	\$1.00	\$1.00	\$45.00	\$45.00	\$45.00		\$0
Life Insurance													\$0
Fringe Benefits per Classification													\$0
Fringe Benefit Subtotal	\$3,477.00	\$118.00	\$516.00	\$681.00	\$136.00	\$88.00	\$170.00	\$142.00	\$6,427.00	\$6,408.00	\$6,099.00		\$24,262
Total # of Positions by Classification	1	1	1	1	1	1	1	1	1	1	1		
Total Fringe Benefits (4):	\$3,477.00	\$118.00	\$516.00	\$681.00	\$136.00	\$88.00	\$170.00	\$142.00	\$6,427.00	\$6,408.00	\$6,099.00		\$24,262

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance
- (3) Indicate if Covered Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

Nine-Month Contract Budget Narrative -- Jan.1, 2006 - Sept. 30, 2006

Line Item	Narrative/Justification	
ADMINISTRATIVE COSTS		
Administrative Salaries		
Salary -- Diana Aslanian, Division Director		\$14,335
	Total monthly cost for this position is \$3,389. We are charging 47% of the division director's salary to this project. (47%) (9 months) (\$3,389) = \$14,335	
Salary -- To Be Hired, Receptionist		\$370
	Total monthly salary for this position is \$2,057. We are charging 2% of the receptionist's salary to this project. (2%) (9 months) (2,057) = \$370	
Salary-- Maria Ester Valle, Custodian		\$1,001
	Total monthly salary for this position is \$1,589. We are charging 7% of the custodian's salary to this project. (7%) (9 months) (\$1,589) = \$1,001	
Salary --Helga Kiaian, Accountant, 1		\$ 2,429
	Total monthly salary for this position is \$2,699. We are charging 10% of the Accountant, 1 salary to this project. 10% of \$2,699 x 9 mos. = \$2,429.	
	Duty Descriptions: Compile, post, analyze and balance financial transactions, work with general ledger, deals with external and funding source auditors in coordination with the Director of Accounting. Assists in budget preparation.	
Salary --Cynthia Sy, Accountant, 2		\$ 486
	Total monthly salary for this position is \$2,699. We are charging 2% of the Accountant, 2 salary to this project. 2% of \$2,699 x 9 mos. = \$486.	
	Duty Descriptions: Inputs and issues checks for various programs of the agency. Verifies the mathematical accuracy and account code of each invoice. Records and prepares daily cash deposit. Monitor cash balances.	
Salary --Armineh Arakelian, Accounting Clerk, 1		\$ 282
	Total monthly salary for this position is \$2,090. We are charging 1.50% of the Accounting Clerk, 1 salary to this project. 1.50% of \$2,090 x 9 mos. = \$282.	
	Duty Descriptions: Inputs and issues checks for the agency's two large programs. Verifies the mathematical accuracy and account code of each invoice. Prepares bank reconciliation for some of the agency's programs.	
Salary --Megan Kavehpisheh, Accounting Clerk, 2		\$ 512
	Total monthly salary for this position is \$1,895. We are charging 3% of the Accounting Clerk, 2 salary to this project. 3% of \$1,895 x 9 mos. = \$512.	
	Duty Descriptions: Data entry for cash receipts. Seals and distributes semi-monthly payroll checks. Files documents for disbursements and cancelled checks. Access needed files for external and other auditors engaged by funding agencies.	

Salary --Loyda Maldonado, Payroll Technician	\$	562
Total monthly salary for this position is \$3,123. We are charging 2% of the Payroll Technician salary to this project. 2% of \$3,123 x 9 mos. = \$562.		
Duty Descriptions: Inputs and transmits data of employees to ADP who prepares IILA payroll checks twice a month. Prepares payroll journal entries which are given to Program Accountants to be included in month-end closing. Maintains vacation and sick leave records. Prepares check requests for employees' benefit payments like health insurance, dental insurance, workers' compensation insurance, SUI, etc. Maintains salary history record of employees.		
Administrative Benefits		\$5,328
Indirect cost		\$9,111
Total Contract Cost	\$	144,793
Less: Supportive Services	\$	(21,797)
	\$	122,996
Indirect costs (calculated at 8% of the \$122,996 minus indirect costs of \$9,111 = \$113,885)		
Indirect costs (8%) (\$113,885) = \$9,111	\$	9,111
DIRECT SERVICES COSTS		
Direct Services Salaries		
Salary -- Angineh Hambarchian, Program Coordinator		\$21,645
Monthly salary for the program coordinator is \$2,405, and the program coordinator will be working 100% in this program. Costs for this position are (9 months) (\$2,405) = \$21,645		
Salary -- Garineh Ghazarian, Case Manager		\$21,528
Monthly salary for the case manager is \$2,392, and the case manager will be working 100% in this program. Costs for this position are (9 months) (\$2,392) = \$21,528.		
Salary -- To Be Hired, Case Manager		\$19,539
Monthly salary for the case manager is \$2,171, and the case manager will be working 100% in this program. Costs for this position are (9 months) (\$2,171) = \$19,539		
Direct Services Benefits		\$18,934
DIRECT SERVICES OPERATING COSTS		
Supplies -- supplies will cost approximately \$192/month or (9 months) (\$192) = \$1,727 for the nine month period.		\$1,727
Mileage -- We anticipate mileage to be approximately 381 miles a month or 3,429 miles for the nine- month period. At \$.35 a mile reimbursement, these costs will be (3,429 miles) (\$.35) = \$1,200 for the period.		\$1,200
Telephone -- Telephone expense will be \$67 a month or (9 months) (\$67) = \$600 for the nine-month period.		\$600

Maintenance -- Maintenance costs are \$67 a month or \$600 for the period.	\$600
Postage -- Our Postage fees for this program are \$23/month or \$207 for the nine month period.	\$207
Occupancy -- We are negotiating to sub-lease one office space with CIU of Catholic Charities located at 217 W. Alameda St., Burbank, CA 91502 with a monthly rent of \$150 or \$1,350 for 9 mos.	\$1,350
Printing -- Our Printing fees for this program are \$56/month or \$500 for the nine month period.	\$500
Insurance -- Insurance costs for this program are \$67 a month for a total of \$600 for the nine- month program.	\$600
Payroll outside services (ADP) -- Outside contracted payroll services will be \$17 a month or \$150 for the nine-month period.	\$150
Supportive services -- These include all supplies needed for individual participants to set up their homes for a childcare business, including toys, children's toys, books, furniture, diapers, kitchenware, etc. We will work with 36 participants during this time providing \$605.48 in supportive services per participant, or (36 participants) (\$605.48) = \$21,797	\$21,797
Total Program Costs -- Totalling all above budgeted costs for the nine-month program.	\$144,793

EMPLOYEE BENEFITS WORKSHEET

CONTRACTOR: IILA

CONTRACT PERIOD: January 1, 2006- September 30, 2006

Position Classification: All

FISCAL YEAR: FY 05-06

Medical Insurance/Health Plan (1)

Employer Pays \$ 286/month Employee Pays 0 Total Premium 286/month

Annual Deductible:

Employee 0

Family \$N/A

Coverage (check all applicable):

<input checked="" type="checkbox"/>	Hospital Care : Inpatient	\$	Outpatient	\$
<input checked="" type="checkbox"/>	X-Ray & Laboratory			
<input checked="" type="checkbox"/>	Surgery			
<input checked="" type="checkbox"/>	Office Visits			
<input checked="" type="checkbox"/>	Pharmacy			
<input checked="" type="checkbox"/>	Maternity			
<input checked="" type="checkbox"/>	Mental Health/Chemical Dependency, Inpatient			
<input checked="" type="checkbox"/>	Mental Health/Chemical Dependency, Outpatient			

Dental Insurance

Employer Pays \$12.26/month Employee Pays 0 Total Premium 12.26/month

Life Insurance

Employer Pays \$4.60 Employee Pays 0 Total Premium 4.60/month

Vacation

Number of Days: 15 days, And
Any Increase After 6 Years of Employment, Number of Days or Hours 5 additional days

Sick Leave

Number of Days: 10, Per Year, And NO
Any Increase or Accumulation, Number of Days or Hours

Holidays

Number of Days: 12, Per Year

Retirement

Employer Pays \$ 6% of salary Employee Pays \$ Total \$ 6% of salary

Footnote:

(1) Indicate if Cafeteria Plan and amount per employee